

BILLET CLEARING PROCEDURE

The Class Leader for each class being conducted will coordinate with the HHD 1SG, to correctly turn-in the buildings to the Training Site Personnel. This will be accomplished no later than 0900 hours on the last day of training.

Preparation for turn-in:

1. LINEN WILL BE EXCHANGED SUNDAY AM:

- a. Used linen will be folded neatly and placed on the table in the day room. Sheets will be in one pile and pillowcases in another.
- b. New linen from the linen closet will be placed, by each room occupant, on top of the neatly folded blankets in the wardrobe.

2. ROOM DISPLAYS FOR TURN-IN:

- a. All room doors will be open.
- b. Desk and bed drawers will be open.
- c. Wardrobe doors and drawers will be open with blankets, sheets and pillowcase folded and stacked with the folds out for easy counting.
- d. Wastebaskets will empty and the bag replaced with a new one.
- e. Windows will be closed and locked. Window shades will be open and raised to just above the window locks.
- f. All personal items will be removed from the building.

3. LATRINES:

- a. Mirrors cleaned.
- b. Toilets flushed, cleaned and lids open.
- c. Showers clean, dry, and free of hair and personal items and curtains extended.
- d. Sinks clean, dry and free of soap, toothpaste, hair, whiskers etc.
- e. Floors swept and mopped
- f. Trash containers empty, new bag, top placed at an angle, female receptacles empty.

- g. Windows closed, locked and blinds down and in a horizontal position.
- h. Lights out.

4. DAY ROOM:

- a. Floor swept and mopped.
- b. Furniture neat and organized. Chairs in straight rows, refrigerator empty.
- c. Television and Lights off.
- d. Windows closed, locked and blinds in a horizontal position.

5. CUSTODIAL ROOM:

- a. Clean and organized.
- b. Notify HHD 1SG of any cleaning supplies needed.

6. KEY TURN-IN:

- a. All keys will be arranged numerically on the day room table for inventory.

7. EXTERIOR OF BUILDING:

- a. Police call will be done on all areas around assigned building.
- b. Trash receptacle and butt cans will be emptied.
- c. All trash will be put in dumpster.

NOTE: An inspection of rooms by room occupants must be done on first day of issuance. Any discrepancies must be reported immediately. If this is not accomplished, the room occupants will be held responsible for any discrepancies.